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OFFICE OF TRAINING

NOTICE
NO. 27-58


22 October 1958

SUBJECT: Insurance - Delinquent Notices

1. The Insurance Branch, Benefits Casualty Division, Office of Personnel, has advised that due to administrative costs and the fact that responsibility for paying insurance premiums rests with the employee, no notices of delinquency in premium payments will be sent after October 1958 to those who pay monthly. Notices will be sent to individuals paying premiums on a quarterly, semi-annual, or annual basis.

2. It should be noted that to be up-to-date your Record Payment Card should show payment for one month in advance of the current month. As an illustration, insurance premiums must be paid before the end of October for November to avoid cancellation. Insurance coverage will be cancelled if your premium is not paid when due.

3. Checks and money orders should be made payable to GENA, Inc. If a check is mailed, the intra-office mailing address to be used is Room 1623 Curie Hall. When mailing your premium, you should enclose your Record Payment Card and a self addressed envelope so that the card will be returned to you. Payments in person should be made at the Cashier's Office, Room 144, Curie Hall (10:00 a. m. through 3:00 p. m.).


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Director of Training

STATINTL

Distribution:
All OTR Personnel

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